

**Teachers Tips - 2011**

The following tips should help you as you plan for the course:

1. We will start every day at 8AM and finish at 3PM.
2. On the first day, please meet in 450 Dodge. You will then receive a detailed schedule for our meeting locations for the remainder of the program.
3. We will provide breakfast and lunch on first day, Monday 7/18 and the eighth day, Wednesday, 7/27. We also provide breakfast, coffee break, and lunch on the two Fridays, 7/22 and 7/29. The other days you are responsible for your food. Multiple locations are available on campus to purchase lunch.
4. **Parking** will be validated on the first day at Northeastern. You should plan on parking in the Renaissance Garage. For directions to NU, visit <http://www.northeastern.edu/campusmap/maps.html>.

\*63 is Renaissance Garage

a. Parking at Northeastern can sometimes be found on the street

b. For parking onsite after the first day, parking coupons for the garage can be purchased for $80.00 for 10 parking coupons at the cashier’s office.

c. On the second Wednesday participants will spend the day at the Museum of Science, Boston (1 Science Park, Boston MA 02114), parking will be validated.

1. During the summer buildings can get a bit chilly. We recommend bringing clothing layers to add-on or set aside as needed.
2. You are encouraged to bring your own laptop to class. Wireless access is available throughout campus. You must configure your laptop to access the wireless connection as a guest. To do so, follow these steps:
	1. Open Wireless Networks on your computer
		1. If you are running Windows XP, Vista or Mac OS, your computer will most likely automatically detect NUwave-guest
	2. You will see NUwave-guest as an option
		1. NUwave-guest is the open access (not secured) wireless network on campus
	3. Accept the connection on your computer
	4. The first time you open a browser, it will ask you to accept terms and conditions of Northeastern University. You will then be able to browse freely.
3. There will be additional assignments to complete outside the hours of the institute. The current/expected initial assignments are as follows:
	1. Introduce yourself on the online google groups discussion board.
	2. Read Chapter 2 in “How People Learn” and post a reflective response on the online discussion board. The chapter can be found at <http://www.nap.edu/openbook.php?isbn=0309070368>

***Note: The first two assignments must be completed prior to the first day (July 18th).***

* 1. On the first Monday, you will be asked to read the ……..
	2. Further assignments, for the institute, will be handed out on Monday, July 18, 2010.
1. Expectations (Deliverables)

End of Week 1: Complete design of capstone project. Submit both electronic files and paper documents

* 1. Poster (Must be finished by Thursday to print for Friday)
	2. Slides
	3. Final report documenting your CAD design
	4. Prototype (CAD or non-CAD)
	5. CAD files

End of Week 2: Complete action plans for two lessons. Submit both electronic files and paper documents.

1. Poster (must be finished by Thursday to print for final session on Friday.
2. Slides
3. Implementation/Action Plan
4. Prototype (if any)

9. Recognition: Each teacher will receive a certificate from NU. In addition, teams with the most highly regarded industry capstone project will each get a recognition letter for the superintendents of schools for their district. This chosen design will also be prototyped for the teachers.

11. There will be two call back sessions during the school year that all participants should be prepared to attend. Dates will be discussed.

12. Participants can receive 4.0 qtr-hr graduate credits from Northeastern University for $980. Additional information will be provided during the session

**Emergency Contacts for CAPSULE**

If you are running late, lost, or have an emergency, please phone or email Jessica Chin at 617-285-8637 or chin.jes@husky.neu.edu and/or Claire Duggan at 617-697-7151 or c.duggan@neu.edu